How do I log into the Finance Reporting application?

This how-to sheet outlines the steps required to:
- Log into the FAST Finance Reporting application.

What is Finance Reporting used for?
- Viewing financial data for an index (e.g. departmental funding source, award).

How do I get access to the Finance Reporting application?
- Access to Finance Reporting is automatically granted to those with financial access to an index.
- **TIP:** The Financial Access and Authority Management (FAAM) tool is used to request or to remove financial access to an index for yourself or someone else via Carleton Central. Visit carleton.ca/facts/faam for how-to sheets related to this topic.

Definition of index:
- An index is a short code for the **F**und and **O**rganization (also called org) portions of the FOAPAL accounting string.
- For example,
  - Departmental Index: 100000 498 becomes D498
  - Ancillary Index: 120000 621 becomes A621
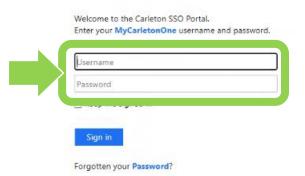 - Research Index: 315774 166 becomes 315774

STEPS

1. Enter this URL into an internet browser.	http://www.carleton.ca/fast

2. Enter MyCarletonOne
    credentials.
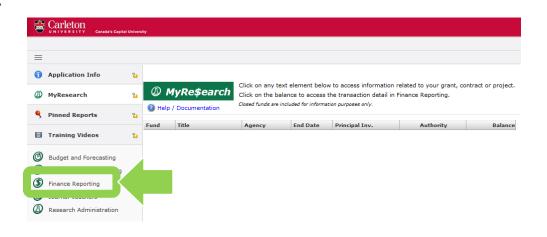
    Tip: Your MyCarletonOne
    credentials are the username and
    password that you use to sign
    into your Carleton workstation
    and many other applications on
    campus.

    Note: This system is DUO
    enabled (carleton.ca/its/duo).
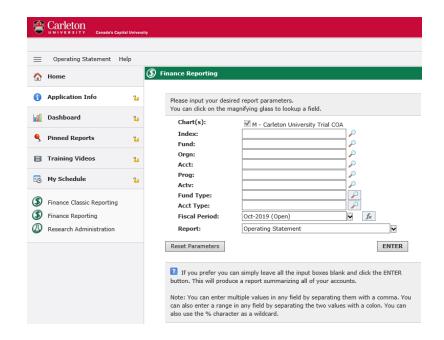
3. Click on **'Finance Reporting'**
    in the menu on the left.

4. This is the home screen for the FAST Finance Reporting application.

5. Click on the logout icon button to exit the application.

What next?
- Visit the FACTS' FAST Finance Reporting tools and support page to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca